

Teacher Notes: Citing Sources



Lists of resources or bibliographies have many different styles. Most style differences have to do with punctuation or the placement of the date. Teachers may choose to follow the model recommended by their division, school, or library. The most important rule to emphasize is *consistency*.



General Rules:

- The purpose of a resource list is to include sufficient details to allow the reader to locate or retrieve the source easily.
- Sources are placed in alphabetical order by author's last name, or by title if the author is unknown.
- If there are a number of sources, students may divide them into types: print, Internet, video.
- The most essential elements of citing a source are: author, title, date. Each element is separated by punctuation (usually a comma or a period).
- The publication date is generally placed at the end. In the author-date style, the date is placed in parentheses immediately after the author's name.
- Book titles, encyclopedia titles, and magazine titles are italicized. In a handwritten resource list, they may be underlined.
- Advise students that all direct quotations must be indicated as such by citing the reference directly in the text. This may be done by a footnote or a parenthetical reference.
- When citing a source directly in a piece of work, the essential elements are the author's name and the page number (Cleese 21). The list of references at the end of the work would provide the remaining information (i.e., author's full name, resource title, city of publication, publisher, and date of publication).
- For a website, the essential elements are the title, URL, and the date of consultation (British Museum, Mesopotamia, <www.mesopotamia.co.uk/>, 4 March 2004).

Recommendations:

- All reference details should be recorded at the time of the first consultation of a resource; this avoids problems with locating the source again later on.
- In some cases, all the necessary details may be difficult to find or missing altogether (e.g., websites, printed brochures). In these cases, students should include all the details that will help in retrieving the source.
- Always use the copy-and-paste feature to reproduce a URL (Uniform Resource Locator) or Internet address to avoid errors. Use a separate line for Internet addresses. Students should also note the date they consulted the source, as sites are updated or change frequently. In the case of a very long URL, students should include the home address and specify the links they clicked or the search word they used to reach that page.

Teacher Notes: Citing Sources

TN
4

Examples

The following examples are included as suggestions only. Emphasize uniformity and simplicity in resource or reference lists.

Book

MLA Style

Menzel, Peter. *Material World: A Global Family Portrait*. San Francisco, CA: Sierra Club Books, 1994.

or

APA Style

Menzel, Peter (1994). *Material World: A Global Family Portrait*, San Francisco, CA: Sierra Club Books.

CD-ROM

- "Topic", *CD-ROM Title in italics* [CD-ROM], publisher, date.
- Note: Place the author at the beginning if indicated in the CD-ROM.

Website

- Include the exact page title, the name of the website, the date posted or last update (often located at the bottom of the web page), and the date retrieved. The URL is included on a separate line.

(Royal Ontario Museum, Eternal Egypt, Virtual Tour,
<www.rom.on.ca/exhibits/egypt/vtour.php> 2 March 2004)

Newspaper Article

Elliott, L. "Native leaders eyed for key cabinet post," *Winnipeg Free Press*, 16 November 2003.

Video

National Geographic Video, *Mysteries of Egypt* (1998), 1 hr. 40 min.

Television show

"Fifth Estate," CBC, 15 April 2004.

Personal interview

Smith, John Joseph. World War II veteran, personal interview, 10 November 2003.

